

**1 APRIL 2001**



**Manpower and Organization**

**WING DETAIL PROGRAM**

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OPR: 60 AMW/CCA  
(MSgt Forrest C. Smith III)  
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Certified by: 60 AMW/CCR  
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This instruction implements AFD 38-1, *Organization*. It establishes policies and procedures for administering the Wing Detail Program. It prescribes how details will be requested and tasked. The procedures ensure equitable selection of detail personnel and apply to all assigned Air Mobility Command organizations assigned to the 60th Air Mobility Wing.

**SUMMARY OF REVISIONS**

Updates instructions, realigns the Office Primary Responsibility (OPR), changes office symbols, and updates “No Show” procedures.

**1. General:**

- 1.1. Definition. A base detail is a special, required task, which must be accomplished when an OPR does not have the necessary manpower. It is normally a one-time, temporary requirement. A detail is separate and distinct from an additional duty, which is assigned and performed on a continual basis.
- 1.2. Groups/squadrons will use their own resources for details and additional duties caused by temporarily increased workloads, relocations, etc. They will consider only military personnel assigned to their unit as available resources for internal details, and other special duties.
- 1.3. Requirements for specialized support or military formations, i.e., administrative personnel, parades, retreat ceremonies, project officers, and honor guards, are not base details. Appointments to serve on boards, panels, councils, projects, or committees are considered additional duties.
- 1.4. Whenever possible, details will not exceed 10 days in duration and should be limited to duty days only. Group Superintendents may assign personnel to details on a daily, weekly, or monthly basis depending upon work center manning requirements. However, on recurring details, every attempt

should be made to assign personnel for at least one full week to eliminate the necessity of training of new personnel on a daily basis.

## 2. Tasking Requirements:

2.1. Base details are limited to Public Affairs (PA)/Protocol support, local Commander Readiness Exercise (CRE) assistance, and specific 60 AMW/CC requests. Based on manning availability, First Term Airman Center (FTAC) personnel may be used to fill local CRE assistance type details. Details not falling in the above categories will be accomplished in-house, but not higher than the group level of the requesting organization.

## 3. Responsibilities:

3.1. The Chief, Wing Executive Services (60 AMW/CCA) will:

3.1.1. Manage the Base Detail Program for the 60 AMW/DS.

3.1.2. Coordinate detail actions with Group Superintendents.

3.1.3. Compute monthly, the total number available for each group based on the group assigned strength summary provided from 60 MSS/DPMAC and the approved group detail exemptions. Confirm validity of requirement and determine appropriate tasking. Maintain a file copy of request letter until tasking is completed.

3.1.4. Forward 60 AMW Form 89, **Request for Detail**, to group superintendents ([Attachment 4](#)).

On short-notice details, Group Superintendents are informed via e-mail or telephone regarding short-notice details. Written justification requested when groups are unable to support detail taskings.

3.2. 60 MSS/DPMAC will forward to 60 AMW/CCA, an assigned strength summary of all groups on Travis AFB, NLT the 30th of each month.

3.3. All Group Superintendent Detail Managers will:

3.3.1. Maintain a copy of TAFBI 38-101, *Wing Detail Program*.

3.3.2. Notify the Base Detail Manager immediately through written correspondence (or verbally, if a conflict exists) signed by the commander when assigned personnel strength changes occur (i.e., large number of people TDY, or on group deployments). Departure and return dates shall be included in the correspondence.

3.3.3. Forward annual Detail Exemption Letters to 60 AMW/CCA NLT 1 January of each year. Exemption letter must be endorsed by the Commander. (See paragraph [5](#)).

3.3.4. Complete 60 AMW Form 89, Blocks 1-13 or return reply via e-mail or fax, upon receipt of a tasking notice and forward to 60 AMW/CCA by the established suspense date. The commander will be notified if response is not received by suspense.

3.3.5. Ensure individuals selected for details are notified of the date, time, reporting place, point of contacts (POC's) name, duty phone, and uniform requirements. Individuals selected for details should call the detail POC, not 60 AMW/CCA for any additional information.

3.3.6. All efforts should be made to ensure individuals selected for details are not scheduled for leave, appointments, etc., during the entire detail period. If replacements are required, the tasked group superintendent must notify the detail POC, NLT the day before the replacement is scheduled to take place.

3.3.7. Notify 60 AMW/CCA whenever group personnel have been assigned permanently to base details (e.g., removing a member from the duty section due to conflicts, investigations, etc.). This action will eliminate double tasking of details to groups by 60 AMW/CCA.

3.3.8. Uniform requirements for individuals performing details consist of appropriate clothing items listed as initial issue in AFI 36-3014, *Clothing Allowance for Air Force Personnel*; e.g., BDUs, appropriate headgear, boots, gloves, and jacket with liner. OPRs requesting a detail will specify uniform requirements and provide all necessary organizational equipment, tools, and additional required clothing, e.g., heavy duty gloves, rain gear, extreme cold weather gear, steel-toed boots, etc., to perform the detail.

#### 4. Annual Detail Exemption/Relief from Details:

4.1. No organization on Travis AFB is exempted/excused from base details, unless an approval letter is on file with 60 AMW/CCA, prior to the established suspense date. **NOTE:** A group's participation in a base exercise is not an automatic exemption from recurring details.

4.2. Every group superintendent on Travis AFB must submit an annual detail exemption letter to 60 AMW/CCA, NLT 1 January of each year, using the format in [Attachment 3](#). Letters will be revaluated on an annual basis. If no exemption letter is received, taskings will be based on strength available from 60 MSS/DPMAC. **NOTE:** Exemption letters require commanders' signature.

4.3. Exemptions will be broken down by number in each grade/rank (e.g., 3 E-6s, not 23, E-1s-E-7s). This breakdown is to differentiate all E-1s through E-6s, since the majority of base details are filled by these grades. For disapproved exemptions, 60 AMW/CCA will forward a copy of the disapproved endorsement to the requesting group superintendent for notification. If you do not receive a disapproved endorsement letter within three duty days, all endorsements requested were approved.

4.4. If a group requires relief from the base detail program, the commander will submit written justification immediately to 60 AMW/CCA using [Attachment 1](#). Detail taskings will be filled by organizations until the group's request is approved by 60 AMW/DS. **NOTE:** Coordinate with respective squadrons for replacements, prior to submitting relief letters.

#### 5. Categories for Base Details: Normally, details will consist of the following categories:

**Table 1.**

|                       |                      |
|-----------------------|----------------------|
| Field Grade Officers  | (Maj through Col)    |
| Company Grade Offices | (2Lt through Capt)   |
| SNCOs                 | (MSgt through CMSgt) |
| NCOs                  | (SSgt through TSgt)  |
| Airmen                | (AB through SrA)     |

5.1. Group quotas in each category will be determined by subtracting the number of excused personnel from the number assigned. Then, the resulting figure will be used to determine the number of personnel available to pull details in each category.

#### **6. Detail Request Letters:**

6.1. Submit 60 AMW Form 89 to 60 AMW/CCA, NLT 15 workdays, prior to detail date. See [Attachment 4](#).

#### **7. Administrative Procedures:**

7.1. Either the group superintendent or their designated representative must sign Block 13 of 60 AMW Form 89.

7.2. It is the responsibility of the requesting agency to prepare administrative orders or letters of appointment, if required. Also, the requesting agency should maintain a copy of the tasking letter for future reference. 60 AMW/CCA will dispose of records IAW AFMAN 37-139, *Records Disposition Schedule*, after completion of tasking.

**8. No Shows:** Detail OPRs will notify the individual's first sergeant for a replacement when detail personnel fail to report on the appointed date and time. The OPR will contact 60 AMW/CCA with all "No Shows". Missed requirements will be added to that group's next tasking.

**9. Form Prescribed:** 60 AMW Form 89.

JACK F. PETERS, Colonel, USAF  
Director of Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

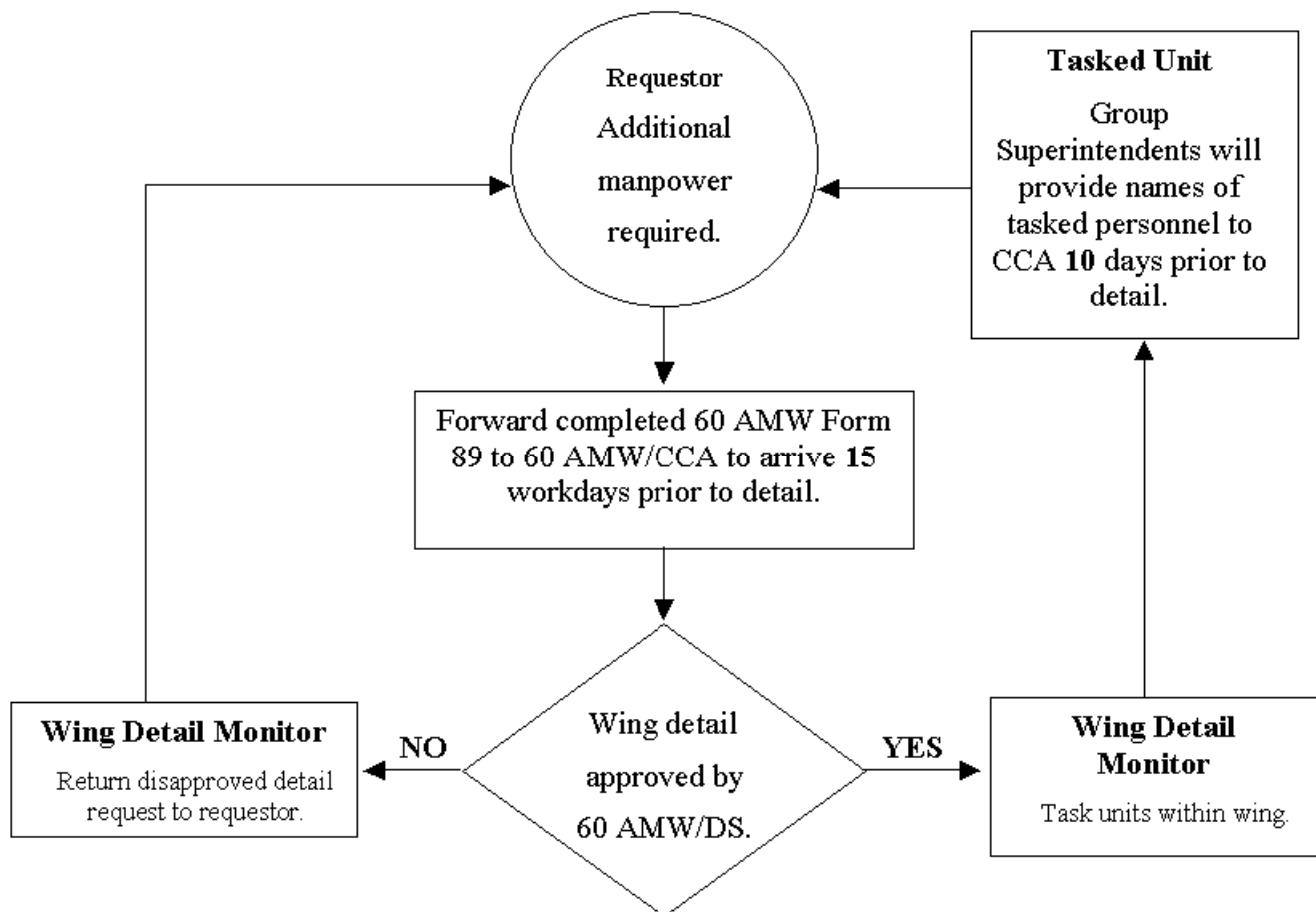
AFPD 38-1, *Organization*

AFMAN 37-139, *Records Disposition Schedule*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

## Attachment 2

## WING DETAIL FLOW CHART



**Attachment 3**

**DETAIL EXEMPTION LETTER (EXAMPLE)**



(DATE)

MEMORANDUM FOR 60 AMW/CCA

ATTENTION: WING DETAIL MANAGER

FROM: 60 LG/CC

501 Hanger Avenue

Travis AFB CA 94535

SUBJECT: Detail Exemption Letter

1. 60th Logistics Group requests exemption from all details for quarters CY01/00 and CY02/00. AFSC manning across the group is down 28% on top of the 12 percent of our people that are scheduled for deployment during this same time period.
2. My point of contact (POC) for this request is CMSgt Ammermann.

EDWARD CONNOLLY, Colonel, USAF  
Commander

## Attachment 4

## 60 AMW FORM 89 (EXAMPLE)

| REQUEST FOR DETAIL  |  |  |
|---|--|--|
| PART I REQUEST FOR DETAIL   |  |  |
| 1. FROM:<br>60 AMW/XP   | 2. TO:<br>60 AMW/CCEA                        | 3. DATE:<br>1 MAY 00   |
| 4. TYPE OF DETAIL:<br>Individuals to act as agressors during local CRE-02.  |  |  |
| 5. REASON/JUSTIFICATION: (Authority)<br>Support the local CRE as required.  |  |  |
| 6. PERSONNEL/SPECIAL REQUIREMENTS: (Rank, number of people, driver's license, etc.)<br>Require 15 individuals<br><br>7 - Individuals to act as protestors.<br>8 - Individuals to act as if they need Self Aid & Buddy Care.<br><br>Individuals should bring appropriate amount of money with them to purchase box meal, or ID card if not on BAS. |  |  |
| 7. UNIFORM REQUIREMENTS:<br>Protestors are required to wear civilian clothes, and Self Aid & Buddy Care individuals wear BDUs.  |  |  |
| 8. PLACE: (Building and room number)<br>BLDG 52, RM 105   |  |  |
| 9. BEGINNING DATE AND TIME:<br>21 MAY 00, 0700  | 10. ENDING DATE AND TIME:<br>25 MAY 00, 2000 |  |
| 11. DETAIL OPR: (Rank, name, FAS, phone no.)<br>GS-9 Brown, 4-1088/1049   |  |  |
| 12. TYPED NAME AND GRADE OF COMMANDER:<br>JACK F. PETERS, Colonel, USAF<br>Director of Wing Staff   | 13. SIGNATURE OF REQUESTER:                  |  |
| PART II APPOINTMENT OF DETAIL   |  |  |
| 14. FROM:   | 15. TO:                                      | 16. DATE:  |
| 17. THE FOLLOWING ORGANIZATION(S) ARE TASKED TO PROVIDE<br>DETAIL SUPPORT AS LISTED ABOVE: (Orgn, rank, number of people)   |  | 18. APPROVING OFFICIAL:<br><br><div><input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE</div> |